

COUNTY OF MADISON

02/09/22

NORTH CAROLINA

107 ELIZABETH LANE

MARSHALL, NC 28753

REQUEST FOR BIDS TO PROVIDE MOWING AND LANDSCAPING SERVICES- MADISON COUNTY, NORTH CAROLINA.

CONTRACT PERIOD: APRIL 18, 2022 THROUGH NOVEMBER 21, 2022.

Madison County is accepting proposals to supply the County with the service indicated above. Bids for the above will be received at the office of the County Manager at or before 4:00 p.m., Friday, March 4, 2022, at which time the proposals will be opened and reviewed by the County Manager. Proposals must be typed or printed in ink. Proposals should be clearly marked "MOWING AND LANDSCAPING SERVICES". Hand delivered is accepted or bids may be mailed to: County of Madison PO Box 579, Marshall, NC 28753. No faxed or emailed proposals will be accepted. Late or unsigned proposals will not be accepted or considered.

All bidders must furnish to the County, upon request, evidence, that they are a responsible bidder. The County of Madison reserves the right to reject any or all proposals, or to award the proposals, which in its option, is in the best interest of the County.

For the purpose of communications by the parties as to matters pertaining to the bid, general inquiries should be directed to the County Manager at 828-649-2854.

MADISON COUNTY
REQUEST FOR PROPOSALS



Contract Services
for
MOWING AND LANDSCAPE SERVICES

Deadline for Submission: 4:00 p.m. Friday, March 4, 2022

Prepared by:
Office of the County Manager
Madison County
P.O. Box 579
Marshall, NC 28753
(828) 649-2854

MADISON COUNTY
REQUEST FOR PROPOSALS
MOWING AND LANDSCAPE SERVICES

INTRODUCTION

Madison County Local Government is requesting proposals for mowing and landscaping services for County owned properties. This will include mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds located at the Walnut Community Center and ball field, Beech Glen Community Center and ball field, Ebbs Chapel Community Center and ball field, and Barnard Park as well as grounds of the Animal Shelter, Transportation Authority, Marshall Senior Center, Health Department, Marshall Library, Courthouse, Finance Office, Admin Building, Agriculture Extension Agency, and the Law Enforcement Firing Range located in Marshall.

The contract will be for an initial period beginning April 18, 2022 through November 21, 2022, with two (2) possible one (1) year extensions at the discretion of Madison County.

SCOPE OF SERVICES

1. The approximate mowing season is April 18, 2022 through November 21, 2022. Mowing services shall be performed roughly between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday.
2. The Contractor shall cut lawns on an as-needed basis using the appropriate labor, equipment, and materials required to maintain this area during the growing season. The County reserves the right to curtail the mowing during extended drought conditions without penalty (notice to be provided on Friday by 3:30 p.m. for the following week).
3. Lawns bordering foundations, structures, utility poles, etc., shall be string trimmed to match mowed lawn. Prior to mowing, grounds shall be policed for trash and debris. Any debris not picked up but mowed, shall be immediately cleared.
4. After mowing, trimming, and edging all walks, stoops, driveways, and other pavements those areas shall be blown or swept to remove all grass clippings and other debris. Contractor shall rake and remove clumped grass clippings as necessary to maintain groomed appearance and promote healthy grass.
5. Trees, shrubbery, and flowers shall be trimmed as needed and appropriately maintained.
6. The Contractor shall perform all work in a timely, orderly, and efficient manner satisfactory to the County. To ensure quality and thoroughness of work, the Contractor shall provide a signed and dated activity sheet with each invoice detailing the work completed at each site as specified herein. It shall be understood that the Contractor and staff is considered an extension of the County Maintenance staff and shall always be approachable and friendly to the citizens of Madison County.

TERMS AND CONDITIONS

A. Examination of Site

Bidders shall inform themselves of all the conditions under which the work is to be performed concerning the site of the work, the obstacles which may be encountered, and all other relevant matters concerning the work to be performed under this contract.

The Contractor to whom a contract is awarded will not be allowed any extra compensation by reason of any such matters of things concerning which the Contractor did not inform himself prior to bidding.

B. Damage to Public or Private Property

The Contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the County properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the County.

Any damage to public or private property caused by the Contractor's operations shall be resolved with the property owner within ten (10) days after damage occurs to the satisfaction of the County. The Contractor shall inform the County of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the County, the County reserves the right to repair or replace that which was damaged and assess the Contractor such cost as may be reasonable and related to damage caused by the Contractor, and deduct these costs from any payment due the Contractor.

C. Subletting Contract

It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of this contract or his right, title, or interest therein, or his power to execute such contract, to any other person, firm, or corporation, without the previous written consent of an authorized representative of Madison County; but in no case shall consent relieve the Contractor from his obligations or change the terms of the contract.

D. Default

The contract may be canceled or annulled by Madison County in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms. The County reserves the right to terminate the service at any time during the term of the contract upon thirty (30) days written notice to the Contractor. Failure of the Contractor to deliver services within the time stipulated, unless extended in writing by Madison County, shall constitute contract default.

E. Costs

The undersigned hereby affirms and states that the prices quoted herein constitute the total cost to the County for all work involved in the respective items. The cost also includes all proposal preparation costs, insurance, royalties, transportation charges, use of all tools and equipment, overhead expense, inspection costs, all profits and all other work services and conditions necessarily involved in the work to be done in accordance with the requirements of the contract documents considered collectively.

The bidder shall complete "Appendix A" of this RFP and return with the bid package. The mowing areas subject to this Request for Proposals for Madison County are listed below:

1. Walnut Community Center and ball field - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
2. Beech Glen Community Center and ball field - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
3. Ebbs Chapel Community Center and ball field - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
4. Barnard Park - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
5. Animal Shelter - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
6. Transportation Authority - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
7. Marshall Senior Center - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
8. Health Department - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
9. Marshall Library - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
10. Madison County Courthouse - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
11. Finance Office - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
12. Admin Building - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
13. Agriculture Extension Agency - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.
14. Law Enforcement Firing Range - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.

If you have any questions about these properties, please contact our office at 828-649-2854.

F. Billing & Payment

Payment shall be made monthly once all work has been completed in a satisfactory manner and the specifications stated herein have been met. Payment will be made on Friday following the receipt of an invoice from the Contractor for the month in question.

G. Renewal & Extension

The contract will be for an initial period beginning April 18, 2022 through November 21, 2022, with two (2) possible one (1) year extensions at the discretion of Madison County.

H. Administrative Provisions

The County reserves the right to reject any and/or all proposals, to waive minor informalities, or to make an award other than to the low bidder if determined to be in the best interest of Madison County.

I. Insurance Protection

The Contractor shall maintain general liability insurance in the amount of no less than one million dollars (\$1,000,000) per each occurrence. The Contractor shall cause Madison County to be named as an additional insured under the policies. Proof of insurance by means of a Certificate of Insurance shall be filed with Madison County at least five (5) business days prior to the commencement of the services under this contract. Such policy shall not permit termination or modification without at least thirty (30) days prior written notice to Madison County.

J. Hold Harmless

Contractor agrees to indemnify, save harmless and defend Madison County, its agents, servants and employees, and each of them against and hold it and them harmless from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expense, compensation, court costs, and attorney's fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting from such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract.

K. Submission of Bids

Completed bids must be delivered or mailed to Madison County Local Government no later than 4:00 p.m., Friday, March 4, 2022. Bids should be addressed to Madison County Local Government, P.O. Box 579, Marshall, NC 28753 or delivered in person to the Madison County Finance Office at 107 Elizabeth Lane, Marshall, NC 28753. Bids must be sealed and labeled "**Madison County Mowing Services Contract Proposal.**" All bids will be publicly opened at 4:01 p.m. on Friday, March 4, 2022 at the Madison County Finance Office.

The County of Madison reserves the right to reject any or all bids, or to award the bids, which in its option, is in the best interest of the County.

Appendix A

COST SCHEDULE FOR MOWING AREAS

The bidder shall complete “Appendix A” of this RFP and return with the bid package.

Enter the proposed cost for services per mowing cycle of the below properties (and as referenced in “Section E.” above).

- **Walnut Community Center and ball field - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Beech Glen Community Center and ball field - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Ebbs Chapel Community Center and ball field - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Barnard Park - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Animal Shelter - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Transportation Authority - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Marshall Senior Center - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Health Department - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**
\$ _____
- **Marshall Library - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.**

\$ _____

- Madison County Courthouse - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.

\$ _____

- Finance Office - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.

\$ _____

- Admin Building - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.

\$ _____

- Agriculture Extension Agency - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.

\$ _____

- Law Enforcement Firing Range - mowing and ancillary services including weed-eating, blowing, and cleanup as well as maintenance of shrubbery of the grounds.

\$ _____

TOTAL "NOT-TO-EXCEED COST" PER MOWING CYCLE

\$ _____

Proposal Signature: _____

Printed Name: _____

Date: _____